



SECOND DWELLING UNIT ZONING CHECKLIST

(DOES NOT INCLUDE STRUCTURAL PLAN CHECK REQUIREMENTS)

NOTE: All items must be checked as OK or N/A in order to issue a building permit.

Plan Check Number: _____ APN _____

OK	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Family Residential Use Type is allowed by right in the applicable zone.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot contains an existing single-family detached residence, or the second unit is to be constructed concurrently with a primary single-family detached residence.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot contains at least the minimum net area required by the applicable zoning and is not less than 20,000 square feet <u>OR</u> upon approval of an Administrative Permit 1) the lot contains less than 20,000 square feet and meets minimum net area required by applicable zoning or 2) the legal lot contains 1 net acre and does not meet minimum net area required by applicable zoning.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Groundwater dependent lot that has a minimum size of twice that required by the County Groundwater Ordinance unless an exception is granted pursuant to Section 67.750 (c) of that Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot does not have a guest living quarter, accessory living quarter, or accessory apartment. Applicant must provide floor plans dimensioned to scale for the main dwelling and all accessory buildings.
			Conversion of a guest living quarter, accessory living quarter, or accessory apartment into a second dwelling unit is permitted, subject to the following procedures:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application for Modification of the Administrative Permit or Minor Use Permit that authorized the accessory unit proposed for conversion to a second dwelling unit and application for any other applicable permits, or
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If no Administrative or Minor Use Permit was required to authorize the accessory unit proposed for conversion (guest living quarters in certain use regulations) by application for a building permit and any other applicable permits, or
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the accessory unit proposed for conversion was established illegally, by application pursuant to Zoning Ordinance Section 6156X, Paragraph 4, as if a new second dwelling unit was being proposed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Second dwelling units with a living area over 640 square feet shall provide two additional off-street parking spaces. Second dwelling units with a living area of 640 square feet or less shall provide one additional off-street parking space. Said additional parking spaces shall not be in tandem with existing spaces. If establishment of the second dwelling unit involves a garage conversion, replacement covered off-street parking shall be provided concurrently.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total area of a garage/carport/storage areas attached to the second dwelling unit shall not exceed 480 square feet of gross floor area OR total garage/carport/storage area authorized by an approved Administrative Permit does not exceed the limitations of Section 6156.g for the entire lot.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No other structures defined by Section 6156.g or h shall be attached to a second dwelling unit unless authorized by an approved Administrative Permit.



Plan Check Number: _____ APN _____

OK NO N/A
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The living area does not exceed 400 square feet or 30 percent of the living area of the main dwelling, whichever is greater, up to a maximum floor area of 1,200 square feet. An area of up to 50 percent of the living area of the main dwelling up to a maximum floor area of 1,200 square feet is allowed by an approved Administrative Permit. Applicant must provide actual mathematical computations of the "living area", per definition, for both units, and these calculations must state that they are from measurements taken from the interior surface of the exterior walls. No other habitable space, including structures defined by Section 6156.b shall be attached to a detached second dwelling unit.

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The architectural design, building materials, colors, and, if provided, covered parking of the second dwelling are substantially the same as those of the primary dwelling. Color photographs of the street-facing sides of the existing dwelling have been submitted with the second unit application.

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No entrance to the second dwelling unit faces an abutting street unless the entrance is shielded with other than plant materials so as not be apparent when viewed from the abutting street.

A second dwelling unit has been authorized upon the issuance of a Minor Use Permit or Administrative Permit to allow the following:

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Location on a lot or parcel of less than 20,000 square feet in net area, but not less than the minimum net area required by the applicable zoning, or a legal lot of at least 1 net acre that does not meet the minimum net area required by the applicable zoning.

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A living area greater than 30 percent of the living area of the primary dwelling, not to exceed 50 percent thereof or 1,200 square feet, whichever is less.

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Conversion to a second dwelling unit of an existing legal accessory living unit, or legalization of an existing illegal accessory living unit, when such existing unit does not conform to one or more of the requirements of this Ordinance as they pertain to second dwelling units.

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Sewer district approval or approval by the Department of Environmental Health for use of a septic system.

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Water district service approval or approval by the Department of Environmental Health for use of a well.

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School district fees have been paid with signed approval by the school district(s).

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The property is located within an Airport Authority Influence Area. If yes, projects must comply with the applicable Airport Land Use Compatibility (ALUC) Plan.

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The owner of the property has signed a copy of the attached agreement. The owner's signature must be notarized, and then the form must be taken to the County Recorder's office and recorded. **A copy of that form with the recording stamp must be returned to the building permit counter.**

Reviewed by: _____ Date: _____

Rechecked by: _____ Date: _____

Rechecked by: _____ Date: _____